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Vital

26 MAY 1961

STAT MEMORANDUM FOR:

SUBJECT : Visit by Ben F. Gregory, TVA

1. After reading your talk, Document Systems: To Automate or Not to Automate, Mr. Ben F. Gregory, Records Management Analyst, Office Methods Staff, Tennessee Valley Authority, Chattanooga, visited OCR to explore how our information retrieval system operates and to discuss general cost factors. His clearance was certified by STAT a memorandum received by the Office of Security.

2. Mr. Gregory's interests include current use of records, records retirement, and vital storage. The most voluminous files in TVA are suited to correspondence control, but there are also several thousand technical reports on file in the technical library. He has developed a healthy skepticism for large machines to control small systems. In the case of TVA the gross problem (100,000 cubic feet of records) must be considered in the light of the special interests of regional activities. Decentralization pervades TVA thinking and operations.

3. I reviewed very briefly the OCR approach to document handling and we discussed a number of problem areas such as depth of coding, qualification of coders, dependence on expert researchers, file organization, etc. We concluded that specific recommendations for TVA, including cost estimates, would best be obtained directly from IBM.

4. Duplicates of most essential records are stored in one of three vital records sites. In most cases one of the TVA regions makes the deposit. Records are usually stored on reel microfilm, but a few are in hard copy.

5. A catalog of 75,000 cards has been reproduced for use by 2 TVA branch libraries. Filming was done by TVA at a reduction ratio of 24 to 1. Printing was done electrostatically onto 2000 foot rolls of card stock, which was then cut and punched for use in library catalog trays. Recordak made the low bid of $5,800.00 to print, cut, trim, and punch 2 sets of cards. As a by-product, the film is held in vital storage. STAT

6. Mr. Gregory took copies of the six papers which you have presented publicly on documentation, plus the papers and CR-31 - Document Classification.

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7. TVA conducts a management conference each year. Dr. Everett Alldredge of National Archives will participate in the conference this fall. Mr. Gregory is considering inviting you or me to participate in next year's conference. The subject might be The non-Machine Elements of a Storage and Retrieval System.

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